

# The proposed statement of special educational needs

## A guide for parents and carers

Hampshire County Council as the local authority (LA) has now completed a full, statutory (legal) assessment on your child. This assessment was undertaken to identify your child's special educational needs and how those needs can be met.

You have now received your child's proposed statement of special educational needs. This is a very important document and this leaflet offers some advice on what you should do next.

Before we issue a final statement, we need to have your views on:

- a) The content of the proposed statement. Does it give a true description of your child's needs and how those needs can be met?
- b) Where you would like your child to be educated.

You have a total of 15 days to respond and in the first instance you may wish to contact us by telephone. The team you need to speak to will be one of those listed on the back page, depending on where you live.

### Part 1

This gives general information on your child, eg name, address and date of birth.

#### What do you need to do now?

Is the information correct? If not, please underline or highlight what is incorrect, and give us the correct information.

### Part 2

This should describe all of your child's special educational needs, as well as their strengths. It should contain details of your child taken from the reports of those people who have provided information for your child's assessments – these reports are included as appendices at the back of the proposed statement. The aim is to provide a clear summary of your child's needs based on all of the information and advice received, including your own contribution.

#### What do you need to do now?

Please check that:

- all the reports have been considered. Look for references to key points from the assessment reports

- it provides a clear and true description of each of your child's special educational needs and that those needs are summarised at the end of Part 2
- if someone, who did not know your child, read Part 2 they would get a clear picture of your child's needs and strengths from the description made.

As with Part 1, highlight anything you disagree with or wish to question, and record on a separate piece of paper anything that you feel has been overlooked.

Please note: the description in Part 2 is a **summary** of your child's special educational needs. Some of the finer details contained within the assessment reports will not appear.

If you wish to question the content of any of the assessment reports, we will need to put you in touch with the person who provided the report.

Hampshire County Council cannot amend the actual reports produced by others, but we will, of course, try to help resolve any differences of opinion.

### **Part 3**

This should describe:

- the main educational and developmental objectives, ie what your child is expected to achieve over the duration of the statement
- the educational provision that will be made to meet your child's needs and the above objectives
- how your child's progress will be monitored and recorded.

The provision set out in Part 3 should be specific, detailed, clear and measurable.

Some descriptions will be broad to allow the school flexibility to meet your child's needs on a day to day basis through an individual education plan (IEP) which will be drawn up by the school when they receive the final statement of special educational needs. The IEP is a planning document. It identifies a pupil's immediate learning needs and targets, and the special arrangements and support that should be made to enable the individual pupil to meet those targets.

### **What do you need to do now?**

Please check that:

- the objectives relate to the needs listed in Part 2 and that provision has been made for each need
- it is clear what help your child will be receiving, how and how often this help will be delivered
- the descriptions of provision are made in clear and understandable language.

Highlight anything with which you disagree, or wish to question, and record on a separate piece of paper anything that you believe has been overlooked, or needs explanation.

## **Part 4**

You have a right to express a preference for the maintained school that you would like your child to attend, or make representations in favour of a non-maintained or independent school.

The Special Educational Needs Code of Practice says:

*“Parents may express a preference for the maintained school they wish their child to attend, or make representations for a placement in any other school. LAs must comply with a parental preference unless the school is unsuitable to the child’s age, ability, aptitude or special educational needs, or the placement would be incompatible with the efficient education of the other children with whom the child would be educated, or with the efficient use of resources. LAs must consider parental representations and arrange any meeting(s) with LA advisers or officers the parents seek, before issuing a final statement.”*

Full details of how to give your views about your child’s future school placement are given in the letter that accompanied the proposed statement.

With the proposed statement you will have received information on schools to assist you in making this decision. Whenever possible, it is advisable to visit the school(s) that you might like your child to attend before you express a preference. It would be helpful if you take the proposed statement with you. Sometimes this will be difficult to do in the time available, for instance, during school holidays, so please contact the Special Educational Needs team for your area (see details on back page) if you need more time.

### **What do you need to do now?**

Express your preference on the enclosed reply slip. If you have any worries or concerns, please contact the person whose name appears at the foot of the covering letter attached to the proposed statement.

## **Part 5**

This describes any non-educational needs that your child may have.

### **What do you need to do now?**

Do you agree with the description made? Has anything been left out?

## **Part 6**

This describes the non-educational provision that will be made to meet any needs specified in Part 5. This help is normally provided by other services or agencies, eg health or social care.

### **What do you need to do now?**

Do you agree with the description of the provision made in Part 6?

If you have any concerns about the content of Parts 5 and/or 6, you should raise these, initially, with the Special Educational Needs team for your area (see details on back page). It is likely that you will then be put in touch with the person who provided the report/assessment.

Please note: Hampshire County Council has no legal responsibility to ensure that the needs and provision identified in Parts 5 and 6, which are the responsibilities of other agencies, are met or are in place.

## Summary

- check, in detail, the content of the proposed statement and the assessment reports attached in the appendices
- underline or highlight anything with which you do not agree or wish to have clarified or explained
- record anything that you feel has been overlooked, eg a key description or recommendation that appears in an assessment report but has not been included in the proposed statement
- if you send any further written details/submissions to us, it is a good idea to keep your own copy for reference purposes
- complete and return the reply slip, remembering to:
  - a) Say if you wish to meet with an officer from Hampshire County Council to discuss the content of the proposed statement. A meeting could be helpful if you have a major concern.

In any event, a letter or telephone call to the Special Educational Needs team for your area (see details on back page) may be a good starting point to express your views about the proposed statement. We are committed to working with you to reach an agreement about the content of your child's statement, wherever possible. If you have asked for a meeting it would be helpful if you could provide us with details of what you wish to discuss, before the meeting.

- b) Attach any letters, setting out any comments or concerns about the proposed statement.
- c) Sign and date the reply slip before returning it to the address shown at the bottom of the reply form. You have 15 days to respond to Hampshire County Council and (if required) to request a meeting with an officer in the Special Educational Needs Service to discuss the content of the statement.

Within 15 days of the meeting you can make further representations to Hampshire County Council or request additional meeting(s) if necessary. Within 15 days from the last meeting, you can make further comments to Hampshire County Council.

The provision detailed in the proposed statement will not commence until the final statement has been issued. If you are happy with the content of the proposed statement then as soon as you return the reply slip and the school placement is confirmed, the final statement will be issued.

**You have the right to appeal to the independent Tribunals Service (Special Educational Needs and Disability) about certain aspects of your child's final statement but Hampshire County Council Children's Services Department is committed to seeking local agreement, wherever possible.**

**Further information about your right to appeal will be sent to you when the final statement is issued.**

We will try to resolve any issues you may have before the final statement is issued. If you disagree with the final statement you can ask to speak to the Principal Special Needs Officer for an explanation. Contacting the Parent Partnership Service is an option you should consider and a member of that team will be able to advise you about arrangements for disagreement resolution.

Involvement in ongoing discussions does not affect your rights of appeal.

### **What help can the Parent Partnership Service give?**

The Parent Partnership Service can help by providing information, advice and support to parents/carers at all stages of their child's school life, from pre-school early diagnosis through to leaving school. The service offers:

- a confidential helpline for parents/carers
- advice and information on special educational needs
- help for parents/carers to express their views
- support throughout the statutory assessment process
- help to complete forms and to understand complex documents and reports
- home visits and support at meetings
- presentations to support groups.

If you require any assistance or advice please contact:

Parent Partnership Service  
Children's Services Department  
Hampshire County Council  
The Castle  
Winchester  
SO23 8UG  
Tel: 01962 845870  
Email:  
Website:

## Special Educational Needs Service Teams

Team	Area covered	Telephone / Email
1	Chandlers Ford, Fordingbridge, Lymington, Lyndhurst, Ringwood, Romsey ( <i>North &amp; South</i> ), Totton	01962 846247 senteam1@hants.gov.uk
2	Alresford, Eastleigh, Hedge End, Stockbridge, Winchester, Andover (except Wolverdene Special School)	01962 846569 senteam2@hants.gov.uk
3	Basingstoke, Burghclere, Tadley, Overton, Whitchurch and Wolverdene Special School	01962 846435 senteam3@hants.gov.uk
4	Aldershot, Alton, Cove, Farnborough, Fleet, Frogmore, Hook, Odiham, Yateley	01962 846448 senteam4@hants.gov.uk
5	Fareham, Gosport, Locks Heath, Portchester, Titchfield, Bishops Waltham, Swanmore, Clanfield, Denmead, Hambledon and Rachel Madocks School	01962 845315 senteam5@hants.gov.uk
6	Cowplain, Emsworth, Havant, Hayling Island, Horndean, Petersfield, Waterlooville (except Rachel Madocks School), Bordon, Liss, Liphook	01962 846750 senteam6@hants.gov.uk

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**0845 603 5620, [childrens.services@hants.gov.uk](mailto:childrens.services@hants.gov.uk) or  
Minicom: 0845 603 5625.**

### ***Hampshire County Council call charges***

*0845 numbers are free on some BT call plans but will cost between 4p (local rate) and 6p (national rate) per minute for BT customers not on a plan. Calls made using other service providers or mobiles may cost more. Alternatively call 01329 225398 – standard and local rates may apply to this number.*